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ABSTRACT

This manual guides school districts in the development and adoption of written plans describing their construction needs and use of school facilities. The guide examines the selection, operation, and responsibilities of the local planning committee (LPC) and the types of research data to be collected. The Kentucky Department of Education's role in helping LPCs in carrying out their responsibilities is highlighted. The facility planning process is described, and the order of priority that projects, using school facilities construction commission (SFCC) funds, shall be completed is presented. The facility plan format and criteria for classifying permanent centers and receiving SFCC funding are also detailed. The guide covers the development of a facility plan needs statement and displays the maximum project budget numbers for a typical school along with square footage requirements for various school enrollment sizes for K-12 schools. (GR)

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Kentucky State Board for
Elementary and Secondary Education

702 KAR 1:001

The Kentucky School Facilities Planning Manual

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Department of Education
Office of District Support Services

702 KAR 1:001 Implementation Guidelines - Kentucky School Facilities Planning Manual.

RELATES TO: KRS 157.420, 157.620, 157.622

STATUTORY AUTHORITY: KRS 156.070, 157.420

NECESSITY AND FUNCTION: KRS 157.420 (3) requires that the capital outlay allotment from the public school fund be used by school districts for Capital Outlay Projects approved by the Chief State School Officer in accordance with requirements of law and based on a survey made in accordance with administrative regulations of the State Board for Elementary and Secondary Education; and KRS 157.622 sets forth certain requirements for school facility plans relative to participation in funding by the School Facilities Construction Commission. KRS 157.620 states construction needs shall be approved by the State Board for Elementary and Secondary Education. This administrative regulation provides for the development and adoption of a written plan by the school district describing construction needs and use of school facilities.

Section 1. School districts shall develop a local facility plan once every four years in accordance with the schedule set by the chief state school officer. The State Board for Elementary and Secondary Education shall approve the facility plan submitted by the district upon the recommendation of the chief state school officer. Nothing in this administrative regulation shall prohibit a school district from requesting an amendment to its facility plan at other times during the four year cycle.

Section 2. Each school district's facility plan, and requested amendments thereto, shall be developed in accordance with the standards and hearings procedures contained in the "Kentucky School Facilities Planning Manual", December 1994 , and the Master Educational Facility Plan Guidelines, January 1995, which are hereby adopted and incorporated by reference. Copies of these documents may be inspected, copied, and obtained from the Division of Facilities Management, Department of Education, 15th Floor, Capital Plaza Tower, Frankfort, Kentucky 40601, Monday - Friday, 8:00 a.m. - 4:30 p.m.

Section 3. The facility plan shall remain in effect until any changes have been approved by the State Board for Elementary and Secondary Education.

Section 4. The adopted facility plan shall become the facility plan of the local school district and shall be implemented to the extent that the financial ability of the district shall permit as determined by the chief state school officer and the School Facilities Construction Commission. The scope of any construction project recommended in the facility plan shall remain in effect until any changes have been approved by the State Board.

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DEFINITIONS

CSSO - Chief State School Officer

LBE - Local Board of Education

LEA - Local Education Agency

LPC - Local Planning Committee

SBDM - School Based Decision Making Council

For the purpose of this regulation and determining the number of SBDM school centers in a district, a vocational school is considered a part of the high school it serves.

SBESE - State Board for Elementary and Secondary Education

SFCC - School Facilities Construction Commission

ATTENDANCE BOUNDARY - The boundaries established by the local board of education that determine the student's school of attendance in order to maintain enrollments near capacity and without overcrowding.

BIENNIUM - Two-year cycle (on even years) beginning July 1 where the state legislature establishes the biennial budget.

BUILDING ADMINISTRATORS - Principals, assistant principals and head teachers.

CENTRAL OFFICE ADMINISTRATOR - Certified staff assigned to the central office.

DEPARTMENT - Refers to the Kentucky Department of Education, Division of Facilities Management.

DISCRETIONARY PROJECT - A project requested by the local board of education that does not qualify as a priority project and may be completed as funds become available. This does not apply to districts who, by board order, opt not to participate in SFCC funding for two funding cycles. Discretionary projects are itemized in **Section 'D'** of the district facility plan. Discretionary projects are not eligible for SFCC funding.

FUNCTIONAL CENTER - A center which the local board of education desires to continue in operation, but which does not meet the criteria of a permanent center. To be considered, the following must be provided:

1. Evidence that current enrollment can be maintained without redistricting, and

2. Evidence which indicates that no substantial academic or building deficiencies exist for either instructional or non-instructional programs.

Functional centers may qualify for additions and alterations at the discretion of the local board of education. No long-term financing arrangements (i.e. school revenue bonds) shall be approved which exceed the life expectancy of the facility as determined by a Kentucky registered architect and engineer, or the local board of education's intent to operate the facility.

MAJOR RENOVATION - A renovation project at a permanent center, including three (3) or more building systems and an estimated cost of 20 percent of the current replacement cost of the building, or portion thereof. The building shall be a minimum of 20 years old, or 20 years shall have passed since its last major renovation; with the exception of restructuring an open space school for conventional classrooms. The building may be the entire permanent center or a clearly definable portion (i.e., 1973 addition, senior high wing, physical education facility, etc.).

Building systems are defined as foundations, exterior walls, roofing, ceilings, structural, mechanical (HVAC), electrical (including lighting), plumbing, sewage, doors and hardware, windows, floor coverings, technology and fixed equipment.

Power wiring for the technology portion of KERA will in itself meet the major renovation requirement for category (KERA strands) priority projects on the facility plan.

MAXIMUM PROJECT BUDGET - The maximum monetary amount allowed per priority project for SFCC funding and the generation of local district facility need.

PERMANENT CENTER - A facility meeting permanent center criteria established for an existing school. Criteria include student assessment, transportation, fiscal equity, equitable educational opportunity, building/site evaluation, and parent/community support. The center qualifies for additions and renovations when such needs are a part of the district facility plan approved by the SBESE.

PERMANENT ISOLATED CENTER - An existing center serving students in isolated areas remote from all current and proposed permanent centers. The Department shall agree that extreme transportation or other factors exist to allow this designation. Student exchange arrangements with neighboring districts have been sought and are inappropriate. If destroyed, the status of permanent isolated center shall be re-evaluated.

PERMANENT SPECIAL CENTER - A facility approved by the SBESE for a specific use such as programs for the physically impaired, remedial programs, fine arts programs, etc. Classrooms may be larger or smaller than standard classrooms in order to accommodate specialized instructional needs of the students. The center shall become transitional upon the special program's termination unless redesignated in a new district facility plan.

PRIORITY PROJECT - A new building, addition or major renovation including academic and operational support facilities. Priority projects are itemized in **Section 'C'** of the district facility plan. Itemized priority projects are eligible for SFCC funding.

A request by the local board of education for reprioritization of priority projects, recommended by the CSSO and approved by the SBESE, will not adversely affect the district's SFCC offer.

PUBLIC FORUM - A public meeting conducted by the LPC to gather information prior to the development of the proposed district facility plan.

PUBLIC HEARING - A public meeting conducted by the LBE to receive comments on the proposed district facility plan.

SCHOOL - The grouping of grades to provide an educational program consistent with the approved district organization plan. More than one school may be located within a single building or on an individual campus.

TEACHER - Certified staff at a school with the exception of the principal, assistant principal and head teacher.

TRANSITIONAL CENTER - A center which the local board of education has determined will be phased out as an educational center, or for which a project to house its students is listed in the district facility plan. The center is not eligible for new construction or major renovation without the Department's approval. Only minor renovation projects required to maintain the building in a safe condition, offer a healthy environment, or meet new program requirements are permissible. The center generates no SFCC funds and may not be replaced if destroyed.

THE LOCAL PLANNING COMMITTEE

Superintendent/Designee Responsibilities

The superintendent is responsible for initiating the process by which the LPC is selected, and to serve as interim chairperson until a chairperson is officially selected. A chairperson and vice-chairperson shall be selected no later than the second meeting of the LPC.

The superintendent is responsible for assuring a system of selection which offers all teachers the opportunity to select teacher representatives for the LPC.

The superintendent is to ensure that LPC composition is in accord with the selection criteria. It is suggested that LPC membership be selected alternately in parent, teacher, building administrator order until the committee selection is completed.

Selection of the Local Planning Committee

The LPC shall be made up of a maximum of 17 members to include:

Four (4) parents selected by the presidents of the PTO/PTA's

Four (4) teachers selected by the teachers

Four (4) building administrators selected by the building administrators

One (1) central office administrator

Two (2) community/business leaders selected by the local board of education

One (1) local board member selected by the local board of education

Superintendent of the school district or designee , serving as a non-voting member

If no PTO/PTA exists, the largest organization of parents formed for this purpose shall select a parent representative for their school (KRS 160.345 (2b)).

If a district central office is staffed by the district superintendent alone, he becomes the central office representative of the LPC.

Advertisement shall be made for business/community leader nominees from which the local board of education shall select two (2) representatives. Nominees must provide a letter of agreement to serve. In the event nominations are not received, the local board of education shall select the community/business leaders. When a newly elected board of education revises its majority position, the board shall have the opportunity to replace the local board representative selected by the preceding board of education.

If a district has less than four (4) school centers, the parent: teacher: building administrator ratio shall equal the number of school centers. There shall be two (2) parents on the LPC when there are one (1) or two (2) school centers.

School Centers	P:T:B	Total Members
Four (4) or More	4:4:4	17 Members
Three (3)	3:3:3	14 Members
Two (2)	2:2:2	11 Members
One (1)	2:1:1	9 Members

Parents, teachers and building administrators shall be selected by groups as indicated above and include representatives from the elementary, middle and high schools. All schools shall be represented before multiple representation of a school occurs. The maximum number of representatives on the LPC from a school shall not be in excess of one (1) greater than the number of representatives from any other school.

Districts having four (4) or more school based decision making schools shall include representation by a minimum of four (4) SBDM council members, or their designee, on the LPC. Districts with less than four (4) SBDM schools shall have school based representation equal to the number of SBDM schools. SBDM representation applies to parents, teachers, and building administrators.

Operation of the Local Planning Committee

The local board of education is responsible for providing secretarial services and financial resources to the LPC during its time of operation to ensure timely completion of all required documents.

The chairperson and vice-chairperson are responsible for LPC meeting organization and direction. The inability of a committee member to serve on the LPC shall be decided by a two-thirds vote of the LPC membership. Should the LPC determine a member unable to fulfill their obligations, the respective group will replace that member.

All actions by the LPC shall be determined by consensus. Should a consensus not be reached, a majority vote will prevail. A two-thirds affirmative vote is required for approval of the final proposed district facility plan.

Should the LPC fail to fulfill its obligation in providing a proposed district facility plan to the local board of education within the time specified by the Department, approval must be received from the Department before the selection of a new LPC is initiated.

Responsibilities of the Planning Committee

The LPC is responsible for determining the research required for development of a master educational facility plan which meets both instructional goals of the local board of education and state mandates in providing equivalent educational opportunities to all students in the district at an equitable cost. In conjunction with this, the LPC is to develop a proposed district facility plan for capital construction. The district facility plan shall include the most critical building needs of the district, taking into consideration the district's financial situation.

At the request of the LPC, the local board of education may hire or otherwise secure a qualified facilitator or trainer. The facilitator is responsible for keeping the LPC focused throughout the planning process and provide order, direction, and ideas to resolve stalemates during LPC meetings. The facilitator shall be unbiased and have no personal interest in the plans being developed by the LPC. The facilitator does not author the Master Educational Facility Plan or the District Facility Plan. A written contract shall be negotiated when an outside consultant is employed as facilitator. Reference of the request of the LPC for a facilitator and approval of the written contract by the local board of education must be recorded in the board minutes.

Research

The district superintendent or designee is responsible for the collection and organization of data for use by the LPC. This information is to include a minimum of the following:

Student Assessment Material - This information shall be available when baseline assessments and student performance testing takes place in the 1994-95 school year.

Transportation Information - Data relative to times and distances students travel to and from school, and the cost of such transportation.

Fiscal Information - The cost of delivery of services to students at each school, and the funds available to the local district for capital construction both as cash and bonding potential.

Instructional Information - Availability of an equitable educational opportunity at each school.

Facility Assessment - Evaluation of existing buildings to determine new construction and renovation needs. Consideration must be given to program needs and KERA implementation. A Kentucky registered architect and engineer shall provide this information.

Demographics - Enrollment and demographic projections of both the school district and each school within the district.

Public Forums - To encourage community participation, public forums shall be held at different times and locations. A minimum of three (3) public forums shall be held in districts with at least five (5) school board members elected from divisions. Districts with members elected from the district at large shall hold a minimum of two (2) public forums. At least one (1) of the required forums shall be held after a draft district facility plan has been completed.

Additional Information - Any additional information to aid the committee in the planning process.

ROLE OF THE DEPARTMENT

The Department shall be available to the LPC to provide training and informational assistance. The Department shall be available to the LPC as a resource, but shall not be actively involved in the development of the master educational facility plan or the district facility plan. The following is a summary of the processes and responsibilities of the Division of Facilities Management:

Facility Planning Process

Schedule LEA facility plan completion date

Provide training

Disseminate information (i.e. building inventory, etc.)

Verify demographic information

Verify proposed district facility plan of LEA

Appoint SBESE hearing officer

Coordinate SBESE local district State Board public hearing

Prepare staff note for SBESE approval

Return approved district facility plan to LEA when changes are recommended by the Department

Maintain permanent file

Coordinate amendments and reprioritizations for SBESE approval

Site Approvals, Leases, Easements, and Property Disposals

Consult with LEA regarding site selection

Provide tentative approval of potential sites

Conduct on-site inspection of proposed sites

Review required documentation submitted for site approval

Prepare staff note for sites requiring SBESE approval

Prepare waiver letter for CSSO where appropriate

Prepare site approval letters

Receive and maintain file on deeds and insurance certificates

Review and approve proposed real property leases

Review and approve easements

Review and approve real property disposals

Capital Construction Budgeting

Consult with LEA and fiscal agent concerning bonding potential and SFCC funds

Consult with LEA and architect to size the scope of the construction project

Assist LEA in preparing the BG-1, building application

Construction Project Process

Review and coordinate approval of the BG-1 application

Review and approve the architect/engineer contract

Review and approve the construction management contract

Assist in the development of educational specifications as requested

Review LEA educational specifications

Review the master site plan for the project

Review and approve schematic plans in conformance with the educational specifications

Review and approve design development plans

Review enlarged plans for special areas with respective KDE consultants

Review and approve the completed plans and specifications for bidding

Ensure the plans and specifications are submitted to the Department of Housing, Buildings, and Construction for review by: the Division of Code Enforcement (Kentucky Building Code, Life Safety Code, Structural, Electrical, Mechanical, Energy, and Handicap Accessibility), Division of Plumbing, Division of Water, and the Division of Air Quality

Review and evaluate bid proposal documents for approval

Review budget scope and request revised budget as needed

Notify Division of Finance of status for approval of bond sale

Receive and maintain file of executed contracts, performance and payment bonds, and insurance certificates

Review, evaluate, and approve proposed change orders

Consult with LEA, architect, engineer, construction manager, contractor, and attorney in relation to problems experienced during construction

Conduct a final inspection of the completed construction and advise LEA of project closeout procedures

Approve BG-4 authorizing final payment and releasing of retainage

Other Activities

Environmental Issues

Consultation in the areas of:

Asbestos abatement and grant application approval
Lead in drinking water
Radon gas and mitigation
Clean Air Act
Underground storage tanks
Surface run-off

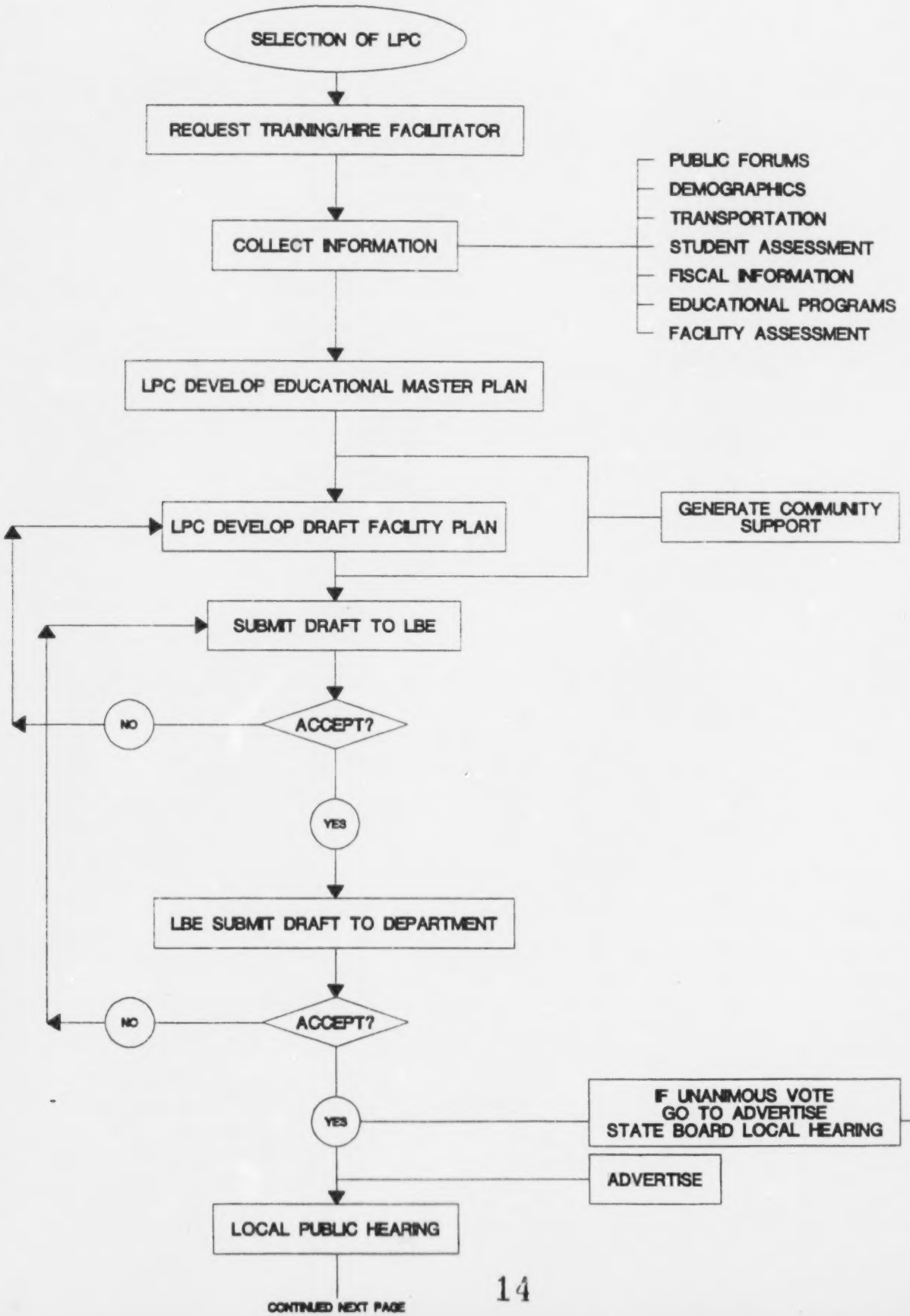
Statewide Building Inventory - coordinate data and maintain permanent files

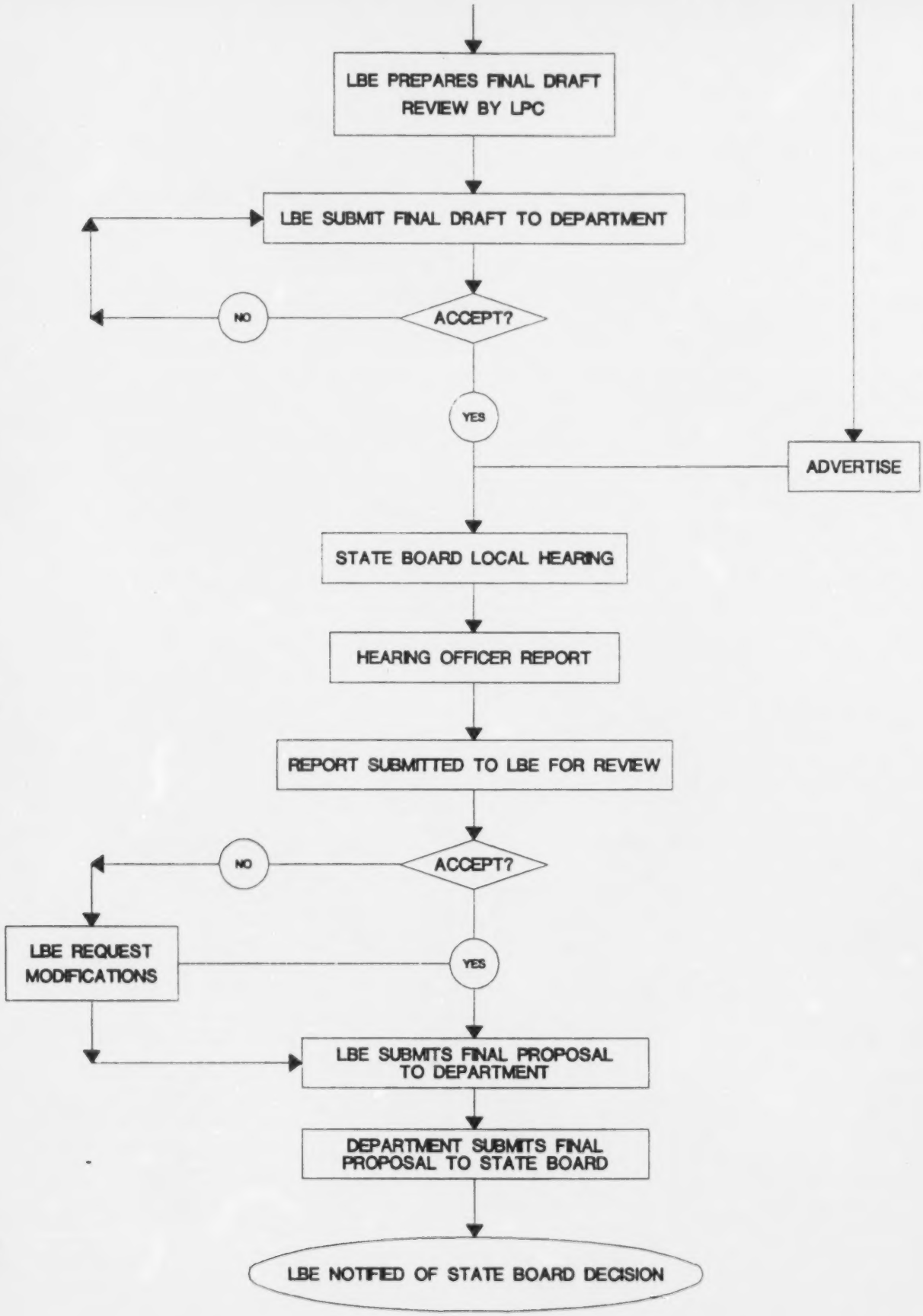
Kentucky School Facilities Construction Commission - calculation of statewide facility needs assessment

Architectural Barrier Removal Grant Program - approval and coordination

Americans with Disabilities Act Consultation

DISTRICT FACILITY PLANNING PROCESS




LBE PREPARES FINAL DRAFT REVIEW BY LPC
LBE SUBMIT FINAL DRAFT TO DEPARTMENT
NO
ACCEPT?
YES
ADVERTISE
STATE BOARD LOCAL HEARING
HEARING OFFICER REPORT
REPORT SUBMITTED TO LBE FOR REVIEW
NO
ACCEPT?
LBE REQUEST MODIFICATIONS
YES
LBE SUBMITS FINAL PROPOSAL TO DEPARTMENT
DEPARTMENT SUBMITS FINAL PROPOSAL TO STATE BOARD
LBE NOTIFIED OF STATE BOARD DECISION

FACILITY PLANNING PROCESS

Development

The facility planning process is as follows:

1. The LPC analyzes information submitted to the committee by the superintendent or designee.

2. The LPC develops a master educational facility plan utilizing format provided by the Department, , to include:

   a. The educational program;

   b. The physical evaluation of all school centers. This includes capacity, condition and locations;

   c. The projected enrollment over the next five years and ten years;

   d. The plan of all schools by year showing the district's priorities and timelines;

   e. The finance plan in conjunction with **Item 'd'** above.

3. The LPC develops a draft district facility plan, utilizing the approved format.

4. The LPC generates community support for the draft facility plan. This includes, but is not limited to the required public forums, including the one (1) forum required after a draft plan has been developed.

5. The LPC submits the draft district facility plan to the local board of education for review. Should the local board of education make alterations to the plan, a narrative summary supporting such changes shall be provided. The plan and narrative is then returned to the LPC.

6. The LPC votes on the revised draft district facility plan. Should the LPC vote not to adopt the revised plan, a letter with the decision of the LPC and signature of the chairperson shall be attached to the plan and resubmitted to the local board of education. The LPC recommends the draft district facility plan to the local board of education, however, the plan submitted to the Department for review is the decision of the local board of education.

7. The local board of education submits the draft district facility plan to the Department for approval.

8. The Department notifies the local board of education that the draft district facility plan is in compliance with state requirements, or is in need of revision.

9. Should a draft district facility plan be returned to the local board of education for revision, it must then be resubmitted by the LPC and local board of education to the Department for

approval The Department notifies the local board of education of approval of the revised plan.

10. The local board of education is responsible for providing a locally held public hearing after normal working hours in a handicap accessible, adequately sized location. Public notification of the hearing must be made a minimum of 14 days prior to the date of the hearing. This includes an adequately sized display advertisement in the local newspaper(s), notices posted at each school and notification of the parent/teacher organizations. Radio and television announcements are suggested where available.

11. The LPC shall be available to respond to questions and cooperate with the local board of education during the local public hearing. A hearing officer from the Department shall be present.

12. The local board of education shall vote on the draft district facility plan after the local public hearing. The local board of education shall submit a letter to the Department with the board vote after the local public hearing and signatures of the chairperson of the LPC and local board of education and a copy of the board meeting minutes approving the plan after the local public hearing. If the local board votes unanimously to approve the draft district facility plan after receiving public comments at the local public hearing, that hearing may be considered the local state board public hearing for the district (provided that it has been advertised as such). At that time, the hearing officer shall prepare a report regarding the district's proposed facility plan and follow procedures listed in item 15 below. The final draft district facility plan submitted for proposal to the Department is the decision of the local board of education.

13. If the local board of education does not approve the draft district facility plan after listening to public comments at the local public hearing, the local board of education shall return the draft plan with their recommendations and explanation to the LPC for review. The LPC shall vote on the plan when changes have been recommended by the local board of education and submit the result of the vote and a narrative of the committee's findings to the local board of education. The local board of education shall submit the revised plan, board and LPC votes, and board and LPC narratives to the Department.

14. The Department shall establish a date and time for the required state board public hearing in the local district. Advertising requirements are the same as those for the local public hearing.

15. Once the state board public hearing has been held, at that time the hearing officer shall prepare a report regarding the district's proposed facility plan and follow procedures listed in item 15 below. The hearing officer's report shall be submitted the district's proposed facility plan to the local board of education for review when changes have been recommended by the hearing officer. The local board of education in conjunction with the LPC may agree to modification of the plan as recommended by the hearing officer. If the local board is in disagreement with the recommendations made by the hearing officer, a letter stating the local board's position shall be submitted to the Department. The district's decision is forwarded to the Department for consideration by the SBESE.

16. The Department shall notify the local board of education of the State Board's action. The district facility plan shall remain in effect until an amendment or reprioritization of the plan occurs, or a new plan is approved by the SBESE.

The LPC shall be active through the completion and approval of the district facility plan and continue to serve an inactive role until the next scheduled facility plan cycle when a new LPC is organized. Should the local board of education request an amendment to the facility plan between planning cycles, the LPC membership shall be reactivated.

Amendment Process

The local board of education may request an amendment to its district facility plan under the following circumstances:

1. Major enrollment changes
2. Major curriculum changes
3. Major disaster
4. Unforeseen occurrence

The local board of education shall reassemble the LPC which developed the current district facility plan, apprise the LPC of the need for an amendment, and provide up-to-date district information for their consideration. The LPC then begins the facility planning process by analyzing the updated district information and continues the process until the district facility plan is completed.

A district requesting an amendment to their current facility plan prior to implementation of the new planning process shall request to implement the new process unless an emergency exists as determined by the Department.

Request for Waiver

After a local planning committee has been selected, reviewed the required information, they may determine that a new district facility plan is not necessary for their district, and may recommend that the local board of education request a waiver. A local school district may request a waiver of the requirement to complete the facility planning process for any of the following reasons:

1.) It has been less than eight (8) years since a new master educational facility plan and district facility plan have been developed by the local planning committee and approved by the SBESE,

2.) The district shows no significant change in enrollment, educational programs or building needs since the last district facility plan was developed, or

3.) The district has less than $1 million in cash and bonding potential for construction during the next five (5) years.

A request for waiver and letter of explanation including back up documentation must be submitted to the Chief State School Officer for review and approval.

FACILITY PLAN FORMAT

The approved district facility plan format is as follows:

A. Educational Program - District Plan of Organization
B. Building Evaluation - School Center Designation
C. Student Enrollment Projections Capital Construction Priorities
D. Construction Priorities, and Discretionary Projects

Section A: Educational Program - Plan of Organization

This section shall include a brief summary of the educational program the district organization plan of student grades which is to continue or the proposed district organization plan. When capital construction is completed to the extent of occupancy, students shall be relocated to the permanent center utilizing the new organization plan.

It is suggested the district have a single organizational plan for all students in order to equalize educational opportunity. Where verification can be provided to the Department that the student's ability to achieve is not compromised, a variance may be allowed.

Section B: Building Evaluation - School Centers

This section shall include a summary of the building evaluations as described in the master educational facility plan, and a listing of each existing school, owned or leased, housing a public elementary or secondary program supported by the district. Listed information is to include school name, grades presently housed, and the appropriate permanent functional or transitional center designation.

Section C: Student Enrollment Projections

This section shall include a summary of the student enrollment projections as described in the master educational facility plan.

Section D: Capital Construction Priorities and Discretionary Construction Projects

Capital construction priorities shall include the most critical building needs of the district. Construction projects shall be listed in priority order as determined by the LPC. It is imperative that the most critical building needs of the district be given the highest priority. For example, classrooms spaces needed to meet current capacities, would be a higher priority than replacement of a gymnasium. Recommended guidelines are as follows:

Priority Order from Highest to Lowest

Projects utilizing SFCC funds shall be completed in priority order; for example, priority 1 projects shall be completed prior to priority 2 projects. All priorities within a numbered category (i.e., 1a through 1d) are considered equivalent and can be selected by the LEA in any order desired. Projects utilizing financing other than SFCC funds may be selected by LEA's without regard to scheduled priority.

For Projects to Begin Within the Biennium

1a. New construction to meet student capacity; further implementation of established programs; or complete approved projects constructed in phases.

1b. New construction to replace inadequate spaces; expand existing or new buildings for educational purposes; consolidate schools; or replace deteriorated facilities.

1c. Major renovation of educational facilities; including construction of additions or expansions, kitchens, cafeterias, libraries, administrative areas, auditoriums, and gymnasiums.

1d. KERA Strands - New Additions: Preschool, School Based Decision Making Office and Conference, Family Resource

For Projects Not Scheduled within the Biennium

2a. New construction to meet student capacity; further implementation of established programs; or complete approved projects constructed in phases.

2b. New construction to replace inadequate spaces; expand existing or new buildings for educational purposes; consolidate schools; or replace deteriorated facilities.

2c. Major renovation of educational facilities including construction of additions or expansions, kitchens, cafeterias, libraries, administrative areas, auditoriums, and gymnasiums.

2d. KERA Strands - New Additions: Preschool, School Based Decision Making Office and Conference, Family Resource

For Other Projects (Regardless of Schedule)

3. Construction of non-educational additions or expansions including kitchens, cafeterias, administrative areas, auditoriums and gymnasiums.

4. Management support areas - Construction, acquisition, or renovation of central offices, bus garages, or central stores.

When accompanied by a narrative detailing the rationale, multiple projects may be included under one priority number. When the district deviates from the order recommended in the guidelines, explanation must be provided to the Department.

The highest priority projects (scheduled to begin within the biennium directly following the plan's approval) shall be identified by the local planning committee with consideration to bonding potential, financial capability of the district, and possible SFCC offer of assistance.

When the LPC recommends a new facility on a new campus, consideration shall be given to the availability of adequately sized sites, site development costs, and acquisition costs, prior to designation of vicinity location in the priority.

When a new building or building expansion is proposed in the district facility plan, the LPC shall prepare a narrative explaining the need for additional space. The LPC shall investigate the availability of space in adjoining districts, as well as other options which may be available. The results of this investigation, including the advantages and disadvantages of contracting students to the adjoining district, shall be set forth in the narrative.

Discretionary Construction Projects:

This section shall list projects by school or building as classified below. The local district opting not to participate in SFCC funding may request all priority projects to be listed in this section.

1. Functional Centers - Improvements by new construction or renovation.

2. Extracurricular Facilities - Construction of fieldhouses; stadiums; sports field facilities; or any facility with an estimated cost of $25,000 or more.

PERMANENT CENTER CRITERIA

Existing schools shall be designated permanent, functional or transitional in accordance with KRS 157.420 and the following criteria.

Through the 1994-95 school year, a permanent center designation requires meeting three (3) of the five (5) criteria. After 1994-95, it will require meeting four of the six criteria. Centers meeting less than the minimum required criteria shall be designated functional should the local board of education desire to continue their operation. A transitional designation shall be given to any center the local board of education has determined will be phased out as an educational center, or for which a project to house its students is listed in the district facility plan.

Criteria are as follows:

1. Student Assessment - The school meets or exceeds the curriculum threshold for one of the two most recent testing cycles. This criteria becomes effective after the 1994-95 school year.

2. Transportation - A one-way transportation system for a school allowing the maximum of a 45 minute bus ride for 75 percent of students in grades E-5/6 and the maximum of a 60 minute bus ride for 75 percent of the students in grades 6-12. Transportation time includes riding time, stops, and transfers. When only one school of that grade organization exists, this criteria will be considered met.

   Required Document: Student Travel Times Form provided by the Department.

3. Fiscal Equity - The school meets within 150 percent of the lowest cost for all schools of similar grade organization based on cost per student. The Department shall establish a benchmark state guideline for use after the 1995-96 school year.

   Required Document: Cost of Delivery Services to Students Form provided by the Department.

4. Equitable Educational Opportunity - The school currently provides 90 percent equivalent educational offerings. An evaluation of curriculum offered by schools accommodating like grades shall be provided by the district.

5. Building/Site Evaluation - The school complies with an inspection by a Kentucky registered architect and engineer evaluating site location, site, and life expectancy of the building. It must be determined that the facility can accommodate the projected student population and has a remaining minimum 20 year life expectancy.

6. Parent/Community Support - The school has exceptional parent and community support exhibited by meeting three of the four following criteria:

   a) Documented annual volunteer hours equal to the number of pupils enrolled that year;

   b) PTA/PTO membership equal to 75% of the enrollment that year;

   c) One program annually, supported by an outside business or professional organization; and

   d) The school shall be available for, or have sponsored, one community service program annually.

NEW BUILDING OR MAJOR RENOVATION SFCC FUNDING CRITERIA

For a new facility to be constructed or an existing facility to be renovated, it shall have a minimum of the following number of students in order to receive full funding:

Elementary	-	300 Students
Middle	-	400 Students
High	-	500 Students

Should the local board of education choose to construct a new permanent center or renovate a permanent center which has less than the minimum number of students specified above, SFCC participation will be limited to a monetary value based on per pupil expenditure cap for small schools. This cap is determined by dividing the maximum project budget of the smallest school for the grades by the number of proposed students.

EXAMPLE: 1994 Funding Cost

New Elementary (Capacity 300): $3,508,800

Elementary Small School Per Pupil Expenditure Cap: $11,696

Maximum Project Budget for SFCC Funding for a 200 Pupil Elementary

200 Students x $11,696 = $2,339,200

In order to receive full funding for a new facility to be constructed, or an existing facility to be renovated, it shall have a maximum number of student as follows:

Elementary	-	600 Students
Middle	-	900 Students
High	-	1,500 Students

These maximum limits are suggested by the Department as guidelines for the local planning committee to use when reviewing population projections; deviating from these guidelines is at the discretion of the LPC. To provide for an increase in student enrollment, it is appropriate to construct a new facility to accommodate facility needs once the maximum limit has been reached.

SFCC funding for additions will be made for the monetary amount up to a cap as follows:

Elementary Schools - Basic classrooms to accommodate the student enrollment at a ratio of one (1) classroom per 23 students. One (1) additional classroom each shall be provided for art, music and computer lab. In the area of special needs, a full classroom shall be provided for self-contained instruction and a half classroom provided for each resource

room where students are mainstreamed during the day. When a building reaches 150 percent of the projected gross square footage for that particular number of students, the SFCC is no longer responsible for meeting the building needs for expansion.

Middle and High Schools - SFCC funding for classrooms shall be capped at 75 percent of the number of classrooms necessary to provide one classroom per 25 students. The Department may give special consideration for additional classrooms, from 75 percent to a maximum of 90 percent where the LPC can justify need for these classrooms to meet the school based council approved curriculum. When an addition for classrooms, enrichment, special areas, and support space reach 150 percent the projected gross square footage for that particular number of students, the SFCC is no longer responsible for the building needs for expansion.

EXAMPLE: Calculation to determine the maximum expansion permitted to an existing building eligible for SFCC funding.

1. 600 Pupil Elementary (maximum)
   Projected gross square footage: 63,033 SF
   Maximum SFCC involvement : (1.5 x 63,033) = 94,550 SF

2. 725 Pupil Elementary
   Projected gross square footage: 76,165 SF
   Maximum SFCC involvement: (1.5 x 76,165) = 114,248 SF

When a school has an enrollment in excess of the suggested maximums, the maximum projected square foot per student multiplied by the enrollment shall be utilized for the above calculation.

The maximum project budget utilized by the SFCC for renovation will be provided by the local district through their architect and/or engineer, not to exceed 100 percent of the replacement cost of a facility of comparable enrollment. Both the project budget and a minimum 20 year life expectancy for the building shall be verified.

NOTE: The SFCC maximum project budget allocation may not complete the desired project of the local district. An evaluation, prior to placement upon their facility plan as a priority item, must be made by the local board in order to assure completion of the project with non-SFCC funding.

DEVELOPMENT OF FACILITY PLAN NEEDS STATEMENT

Section 1. For development of the facility plan needs statement, the following shall apply:

(1) In determining the maximum project budget for proposed public school construction and assessing approval of any projects, the CSSO shall first compute the sum of all individual program spaces of an addition or new facility compared to the total square footage, such ratio to be referred to as the building efficiency. The remainder shall be referred to as the

unassigned space percentage, with unassigned spaces being all circulation areas including lobbies, vestibules, corridors, passages and stairways; mechanical rooms and custodial rooms; public toilets; maintenance and operation areas; general storage rooms (not listed as auxiliary space within a general assignable category); and exterior bearing walls, interior walls or partitions, and other areas occupied by the building's structural elements.

(2) The square footage allocation for priority projects shall be calculated with the following building efficiency and unassigned space percentages:

Facility Type	Building Efficiency (%)	Unassigned Space (%)
Elementary and Support Buildings	74	26
Middle and Junior High Schools	71	29
High Schools	68	32

The square footage allocation (SFA) equation for new construction and major renovation is as follows:

$$SFA = \frac{\text{Sum of Programmed Spaces}}{\text{Building Efficiency}} \times 100$$

EXAMPLE: Middle School Addition of 10 Classrooms and 1 Art Room

$$SFA = \frac{10(750) + 1200}{71} \times 100$$

SFA = 12,254 Square Feet

Section 2. In calculating the maximum project budget for individual projects and total financing need, the square foot unit cost shall be determined utilizing the national construction cost guide, Means Facilities Cost Data, dated the year of the calculation.

The 3/4 Units Costs for square footage shall be utilized at full value to include all costs of construction, normal site acquisition, site development, utilities, design fees, contingencies, bond sale costs and equipment, etc. The categories used are:

Elementary Schools
Middle Schools
High Schools
Vocational Schools - Space Codes: MAC, MNT, IND, PLM,
Central Office - Low Rise Offices
Central Stores - Warehousing and Offices
Bus Garages - Commercial Service Garages

Other categories shall be used by the Department, should the need occur.

Section 3. The actual calculation of priority maximum project budget shall be:
(SFA x $ per Sq Ft) + Renovation Cost - SFCC Allocations for Previous Phases

Section 4. In calculating the maximum project budget for remodeling and renovation as listed in the priority project, Architect Evaluation Cost Criteria provided by the Department shall be utilized. The unit prices shall be adjusted by a 135 percent factor to account for renovation costs, fees and contingencies. For SFCC funding, the maximum budget for renovation shall not exceed 100 percent of the replacement cost.

Section 5. The maximum project budget to be expended on any project designated by priority in the district's most recent facility plan shall be established by the Department of Education, using the established space and financial allotments. Included in such a budget are the following items: construction funds to meet the approved program, required fixed equipment, professional fees (including design, construction, financial, administrative and supervisory), a five percent (5%) contingency, and other normal costs of selling revenue bonds. Site acquisition, site development, utilities and moveable equipment as approved by the Department, are included to the extent of the maximum project budget plus investment income and any additional local funds committed by the board.

Once the maximum project budget has been exceeded, it is the sole responsibility of the local district to fund any amounts above the budget. If, however, a district designs the program spaces to in accordance with the program space allotments and due to circumstances beyond the district's control, such as excessive site acquisition, site development and utilities, or abatement of asbestos in a renovation project, the total cost of those acceptable included items exceed the project budget, it may apply to the CSSO for an increase of the project's maximum budget up to ten percent (10%), based upon the actual costs. Any request from a district which exceeds ten percent (10%) additional maximum project budget shall require approval by the SBESE.

Site development shall include, but not be limited to, the preparation of the site for the facility and its required appurtenances including utilities (water, power, fuel, sewage disposal, road access, earth removal, earth installation and compaction or special footing requirements). In the event site development is providing usable site acreage, the district may request additional monies only to the extent of providing no more than the maximum size site for the type of school approved.

A priority project constructed in phases would project need for the next funding cycle to the extent of SFCC funds committed to completed phases of the project. For a district to be eligible to apply for additional maximum project budget monies, it must show local funds are inadequate to complete priority projects within program spaces. It is the responsibility of the local district and its design professional to construct the project within the project budget. If it appears that the project cost will exceed the budget, the Department of Education shall provide assistance in making changes in the plans and specifications to reduce the projected cost, or the district shall increase the budget funding available. An approved increase in the maximum project budget shall allow monies from the current offer of assistance to be utilized to the extent available.

MAXIMUM PROJECT BUDGET FOR TYPICAL ELEMENTARY SCHOOL

(The following chart represents a typical educational program used to establish SFCC funding levels)

Program Space	**Elementary School Enrollment**			
	300	**400**	**500**	**600**
Number of Standard Classrooms @ 800 SF	12	16	20	24
Standard Classroom Net Area Subtotal:	9,600	12,800	16,000	19,200
Special Education (self-contained)	825	825	825	825
Elementary Resource Rooms @ 400 SF	1,600	2,000	2,400	2,400
Preschool Classrooms @ 825 SF	825	825	1,650	1,650
Elementary Art Classroom	800	800	800	800
Elementary Music Classroom	800	800	800	800
Elementary Computer Classroom	800	800	800	800
Allowance for SBDM Instructional Programs	1500	2,000	2,500	3,000
Total Classroom Net Area:	16,750	20,850	25,775	29,475
Library/Media Center	2,100	2,600	3,125	3,650
Kitchen	2,200	2,200	2,200	3,000
Cafeteria	3,000	3,000	3,000	4,600
Physical Education	5,500	5,500	5,500	5,500
Administrative Area	1,720	1,720	1,720	1,870
Family Resource Area	300	300	300	300
Custodial Receiving	250	250	250	250
Total Net Area:	**31,820**	**36,420**	**41,870**	**48,645**
Elementary Building Efficiency Factor - 74%				
TOTAL GROSS AREA (SFA):	**43,000**	**49,216**	**56,581**	**65,736**
1994 Elementary School Unit Cost - $81.60/SF				
MAXIMUM PROJECT BUDGET:	**$3,508,800**	**$4,016,026**	**$4,617,010**	**$5,364,058**
Area (SF) Per Pupil:	143	123	113	110
Cost Per Pupil:	$11,696	$10,040	$9,234	$8,940

MAXIMUM PROJECT BUDGET FOR TYPICAL MIDDLE SCHOOL

(The following chart represents a typical educational program used to establish SFCC funding levels)

Program Space	Middle School Enrollment				
	400	500	600	750	900
Number of Standard Classrooms @ 750	12	15	18	23	27
Standard Classroom Net Area Subtotal:	9,000	11,250	13,500	17,250	20,250
Special Education (self-contained)	825	825	825	825	825
Middle Resource Rooms @ 375 SF	2,250	2,250	3,000	3,000	4,500
Science Classrooms @ 1,000 SF	3,000	3,000	4,000	5,000	5,000
Enrichment/ Fine Arts					
Art Classroom	1,200	1,200	1,200	1,200	1,200
Band or Band/Vocal Classroom	2,500	2,500	2,500	2,500	2,500
Vocal Music Room	900	900	900	900	900
Computer Classrooms @ 900 SF	900	900	1,800	1,800	2,700
Technology Education	2,750	2,750	2,750	2,750	2,750
Allowance for SBDM Instructional Programs	3,000	3,750	4,500	5,625	6,750
Total Classrooms Net Area:	26,325	29,325	34,975	40,850	47,375
Library/Media Center	2,600	3,125	3,650	4,700	5,225
Kitchen	2,200	2,200	3,000	3,000	3,800
Cafeteria	3,000	3,000	4,600	4,600	6,200
Physical Education	10,375	10,375	10,775	11,975	12,400
Administrative Area	1,720	1,720	1,870	1,870	2,020
Family Resource Area	300	300	300	300	300
Custodial Receiving	250	250	250	250	250
Total Net Area:	**46,770**	**50,295**	**59,420**	**67,545**	**77,570**
Middle School Building Efficiency Factor -					
TOTAL GROSS AREA (SFA):	**65,873**	**70,838**	**83,690**	**95,134**	**109,254**
1994 Middle School Unit Cost - $81.65					
MAXIMUM PROJECT BUDGET:	**5,378,530**	**5,783,923**	**6,833,288**	**7,767,691**	**8,920,589**
Area (SF) Per Pupil	165	142	139	127	121
Cost Per Pupil	13,446	11,568	11,389	10,357	9,912

MAXIMUM PROJECT BUDGET FOR TYPICAL HIGH SCHOOL

(The following chart represents a typical educational program used to establish SFCC funding levels)

Program Space	High School Enrollment				
	500	750	1000	1250	1500
Number of Standard Classrooms @ 750	15	23	30	38	45
Standard Classroom Net Area Subtotal:	11250	17250	22500	28500	33750
Special Education (self-contained)	825	825	825	825	825
High Resource Room @ 375 SF	1500	1500	2250	3000	3750
Science Area					
Science Classrooms @ 1,000 SF	2000	3000	4000	5000	6000
Science Lecture Labs @ 1,625 SF	1625	1625	3250	3250	4875
Enrichment/ Fine Arts					
Art Classroom	1200	1200	1200	1200	1200
Band or Band/Vocal Classroom	2500	2500	2500	2500	2500
Vocal Music	---	---	900	900	900
Computer Classrooms @ 1,280 SF	1280	1280	2560	2560	3840
Technology Education	2750	2750	2750	2750	2750
Allowance for SBDM Instructional Programs	7040	8540	13540	15040	17040
Total Classrooms Net Area:	31,970	40,470	56,275	65,525	77,430
Library/Media Center	3125	4700	5720	7325	8375
Auditorium/Theater	3500	4000	4500	5000	5500
Kitchen	2200	3000	3800	4700	4700
Cafeteria	3000	4600	6200	7800	7800
Physical Education	14400	14400	16000	16000	17100
Administrative Area	1720	1870	2020	2170	2320
Youth Service Center	300	300	300	300	300
Custodial Receiving	250	250	250	250	250
Total Net Area:	**60,465**	**73,590**	**95,065**	**109,070**	**123,775**
High School Building Efficiency Factor - 68%					
TOTAL GROSS AREA (SFA):	**88,919**	**108,221**	**139,801**	**160,397**	**182,022**
1994 High School Unit Cost - $91.60					
MAXIMUM PROJECT BUDGET:	8,144,980	9,913,044	12,805,772	14,692,365	16,673,215
Area (SF) Per Pupil	178	144	140	128	121
Cost Per Pupil	16,290	13,217	12,806	11,754	11,115

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PROGRAM SPACE SQUARE FOOTAGE
New Educational Facilities

	SPACE CODE	CAPACITY	PROGRAM SPACE
Elementary Schools	AA30	300	31,820
	AA35	350	34,120
	AA40	400	36,240
	AA45	450	39,145
	AA50	500	41,870
	AA55	550	44,258
	AA60	600	48,645
Middle Schools	CC40	400	46,770
	CC45	450	48,533
	CC50	500	50,295
	CC55	550	54,858
	CC60	600	59,420
	CC65	650	62,128
	CC70	700	64,836
	CC75	750	67,545
	CC80	800	70,887
	CC85	850	74,229
	CC90	900	77,570
High Schools	DD50	500	60,465
	DD55	550	63,090
	DD60	600	65,715
	DD65	650	68,340
	DD70	700	70,965
	DD75	750	73,590
	DD80	800	77,885
	DD85	850	82,180
	DD90	900	86,475
	DD95	950	90,770
	DD100	1000	95,065
	DD105	1,050	97,866
	DD110	1,100	100,667
	DD115	1,150	103,468
	DD120	1,200	106,269
	DD125	1,250	109,070
	DD130	1,300	112,011
	DD135	1,350	114,952
	DD140	1,400	117,893
	DD145	1,450	120,834
	DD150	1,500	123,775

PROGRAM SPACE SQUARE FOOTAGE
General

SPACE CODE	PROGRAM (CAPACITY)	MIN SQ FTG
E	Elementary Classroom	800
MH	Middle/High Classroom	750
P	Preschool Classroom	825
SE	Special Education (self-contained)	825
ER	Elementary Resource Classroom	400
MHR	Middle/High Resource Classroom	375
ARE	Elementary Art	800
AR	Middle/High Art	1,200
AU50	Auditorium (500) - 300 Seats	3,500
AU75	Auditorium (750) - 350 Seats	4,000
AU100	Auditorium (1,000) - 400 Seats	4,500
AU125	Auditorium (1,250) - 450 Seats	5,000
AU150	Auditorium (1,500) - 500 Seats	5,500
BA	Band	2,500
BAV	Band/Vocal	2,500
MUV	Vocal Music	900
MUE	Elementary Music	800
COE	Elementary Computer	800
COM	Middle Computer	900
COH	High Computer	1,280
L30	Library (300) - minimum	2,100
L40	Library (400)	2,600
L50	Library (500)	3,125
L60	Library (600)	3,650
L70	Library (700)	4,175
L80	Library (800)	4,700
L90	Library (900)	5,225
L100	Library (1,000)	5,720
L110	Library (1,100)	6,275
L120	Library (1,200)	6,800
L130	Library (1,300)	7,325
L140	Library (1,400)	7,850
L150	Library (1,500) - maximum	8,375
PE	Elementary PE	5,500
PM45	Middle PE (450) - 8,175' playing floor	10,375
PM60	Middle PE (600) - 8,575' playing floor	10,775
PM75	Middle PE (750) - 9,175' playing floor	11,975
PM90	Middle PE (900) - 9,600' playing floor	12,400
PH75	High PE (750) - 10,600' playing floor	14,400
PH100	High PE (1,000) - 10,600' playing floor	16,000
PH150	High PE (1,500) - 11,700' playing floor	17,100
SCR	Science Room	1,000
SCL	Science Lecture Lab	1,625

PROGRAM SPACE SQUARE FOOTAGE
Vocational

SPACE CODE	PROGRAM (CAPACITY)	MIN SQ FTG
AG1	Agriculture (1 teacher)	3,120
AG2	Agriculture (2 teacher)	3,900
AG3	Agriculture (3 teacher)	4,680
BE1	Business Education (1 teacher)	1,520
BE2	Business Education (2 teacher)	3,040
BE3	Business Education (3 teacher)	4,560
BE4	Business Education (4 teacher)	5,185
DO	Developmental Occupations	1,600
ME	Marketing Education	1,600
HE1	Home Economics (1 teacher)	2,400
HE2	Home Economics (2 teacher)	3,000
HE3	Home Economics (3 teacher)	3,600
HOR	Horticulture	2,400
TE1	Technology EDUCATION (1 teacher)	2,750
TE2	Technology EDUCATION (2 teacher)	4,750
HS	Health Services	1,170
DRF	Drafting	1,800
MAC	Auto Parts, Commercial Art, Mine Equipment Operator, Meat Cutting, Office Machine Repair, Small Engine Repair, Tailoring	2,000
MNT	Building Maintenance, Commercial Sewing, General Miner, Radio and TV Production	2,400
IND	Industrial Air Conditioning, Appliance Repair, Cabinet Making, Carpentry, Electricity, Electronics, Civil and Highway Technology, Heavy Equipment Repair, Industrial Machine Maintenance, Interior Finishing, Masonry, Mine Equipment Maintenance, Radio and TV Repair, Sheet Metal, Tool and Die Making, Upholstery, Welding	3,000
PLM	Plumbing	3,500
AUB	Auto Body	3,600
MEC	Aircraft, Auto, Diesel and Truck Mechanics, Graphic Arts	4,000

Support Spaces

SPACE CODE	PROGRAM (CAPACITY)	MIN SQ FTG
AD1	Administrative Area (300-599)	1,720
AD2	Administrative Area (600-899)	1,870
AD3	Administrative Area (900-1,199)	2,020

PROGRAM SPACE SQUARE FOOTAGE
Support Spaces - continued

SPACE CODE	PROGRAM (CAPACITY)	MIN SQ FTG
AD4	Administrative Area (1,200-1,499)	2,170
AD5	Administrative Area (1500+)	2,320
GO	General Office	200
SO	Staff Office	150
SBO	School Based Office	150
SBC	School Conference	270
FA	First Aid (with toilet)	200
RR	Records Room	150
WR	Workroom	150
GUO	Guidance Office	150
GUR	Guidance Reception	150
CR	Custodial Receiving	250
FRA	Family Resource Area/Youth Service Center	300
K30	Kitchen (300-599)	2,200
K60	Kitchen (600-899)	3,000
K90	Kitchen (900-1,199)	3,800
K120	Kitchen (1,200-1,500)	4,700
C30	Cafeteria (300-599)	3,000
C60	Cafeteria (600-899)	4,600
C90	Cafeteria (900-1,199)	6,200
C120	Cafeteria (1,200-1,500)	7,800

Other Buildings

SPACE CODE	PROGRAM (CAPACITY)	MIN SQ FTG
BU1	Bus Garage - 1 Bay	2,400
BU2	Bus Garage - 2 Bay	3,600
BU3	Bus Garage - 3 Bay	4,800
	Each Additional Bay:	1,200
CO	Central Office - (minimum*)	1,350
BR	Board Room	1,000
RRF	Fireproof Records Room	150
CSF1	Central Storage - (Enrollment < 1,000)	2,500
CSF2	Central Storage - (Enrollment 1,000-4,999)	5,000
CSF3	Central Storage - (Enrollment 5,000-7,499)	7,500
CSF4	Central Storage - (Enrollment > 7,500)	10,000

*Add 200 Sq Ft for each additional professional position in excess of three (3) listed in most recent KDE Schools Directory.

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